



## Step 5 Upload Attachment(s) Now

Note: Information used to complete examples is fictitious.

Attachment(s) Submission Option:

☒ I will be uploading attachment(s) now

☐ I will be uploading attachment(s) (within 8 hours).

In order to upload attachment(s) immediately after submitting an eTAR, select the **I will be uploading attachment(s) now** option.

☐ I will not be submitting attachment(s)

FAX in California (877)270-8779

FAX outside of California (916)384-9000

IMPORTANT: You must ALWAYS use the TAR 3, Treatment Authorization Request (TAR) – Attachment Form as the FAX cover sheet when FAXing eTAR attachments.

To order additional TAR 3, Treatment Authorization Request (TAR) – Attachment Forms please call: (800) 541-5555 and follow the prompts for eTAR.

NOTE: TARs will be deferred if attachments are not received within the time stated above.

[Continue](#)

In this tutorial, you will learn how to upload attachment(s) immediately after submitting an eTAR.  
The Attachment Options page lists all options available for submitting an attachment.

In order to upload attachment(s) immediately after submitting an eTAR, select the **I will be uploading attachment(s) now** option.

In this tutorial, you will learn how to upload attachment(s) immediately after submitting an eTAR.

The Attachment Options page lists all options available for submitting an attachment.

Attachment(s) Submission Option:

☒ I will be uploading attachment(s) now  
☐ I will be uploading attachment(s) (within 8 hours)  
☐ I will be faxing attachment(s) now  
☐ I will be faxing attachment(s) (within 8 hours)  
☐ I will be mailing attachment(s) (within 5 days)  
☐ I will not be submitting attachment(s)

FAX in California (877)270-8779  
FAX outside of California (916)384-9000

IMPORTANT: You must ALWAYS use the TAR 3, Treatment Authorization Request (TAR) - Attachment Form as the FAX cover sheet when FAXing eTAR attachments.

To order additional TAR 3, Treatment Authorization Request (TAR) - Attachment Forms please call: (800) 541-5555 and follow the instructions.

NOTE: TARs will be deferred if attachments are not received within the time stated above.

Click **Continue.**

Continue

Click **Continue.**

Thank You! Your TAR has been successfully submitted.

If you need to update this TAR, please wait 5 minutes.

\* Prior Authorization Does Not Guarantee Claim Payment.

Submit Attachments

Click **Submit Attachments** on the eTAR confirmation page to continue with the attachment submission.

Provider Information  
Submitting Provider : XXX123456 Patient Record # :

Click **Submit Attachments** on the eTAR confirmation page to continue with the attachment submission.

The screenshot shows the 'TAR Attachment Uploads' form. At the top right, there is a search bar and a 'My CA' button. The form contains several input fields: 'TCN' (pre-filled with 0400010052), 'FAX Number', 'Provider ID' (pre-filled with XXX123456), 'Recipient ID' (pre-filled with 123456789), and 'Provider Cntl Nbr'. Below these fields, a note states: 'Medi-Cal only accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, .html'. There is a text input field for 'Enter the file name(s) to upload' and a 'Browse...' button. At the bottom, a message reads: 'The TCN, Provider ID and Recipient ID fields are pre-populated based on the current eTAR being submitted. Complete all other fields as necessary.'

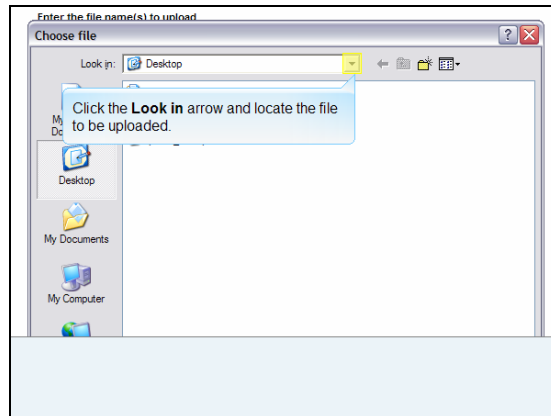
The **TCN**, **Provider ID** and **Recipient ID** fields are pre-populated based on the current eTAR being submitted.

Complete all other fields as necessary.

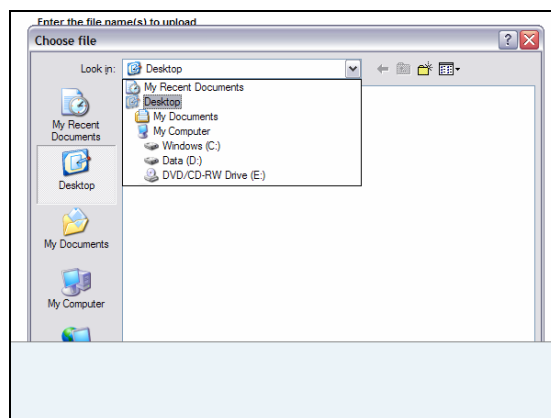
This screenshot focuses on the file upload section. It shows a list of ten empty text input fields, each followed by a 'Browse...' button. A blue callout box points to the first 'Browse...' button with the text: 'Click **Browse** to locate the file to attach.' Below the list of fields, there is a note: 'Use the Browse button to select the file name from your PC. After selecting the file(s), click on the Upload File button to upload the file to Medi-Cal.' At the bottom of this section are two buttons: 'Upload Files' and 'Reset'. A final note at the very bottom states: 'Note: Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.'

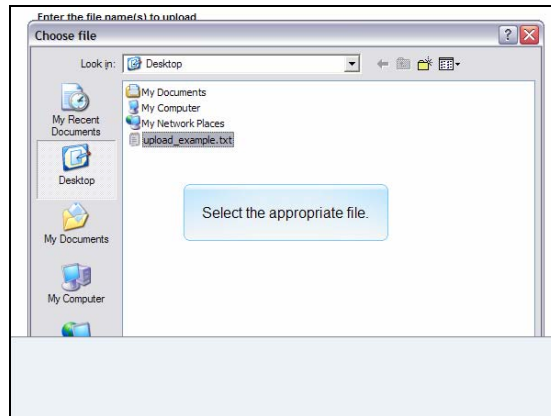
Click **Browse** to locate the file to attach.

Note: Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.

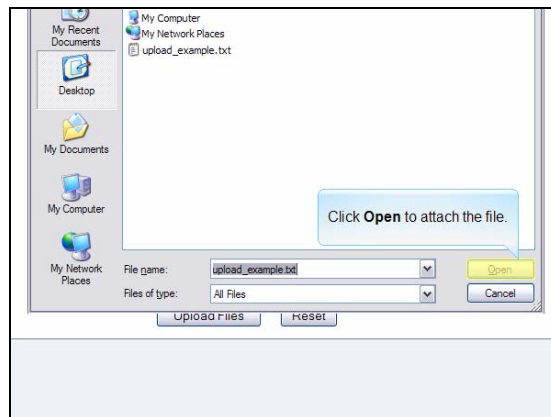


Click the **Look in** arrow and locate the file to be uploaded.





Select the appropriate file.



Click **Open** to attach the file.

Enter the file name(s) to upload

D:\Documents and Settings\Settin Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

For additional attachments, click the next **Browse** button to locate another file to upload.

Click **Reset** to clear all attachments you selected to upload.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Upload Files Reset

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

Click **Reset** to clear all attachments you selected to upload.  
Click **Upload Files** to upload the selected file(s) to the eTAR.  
Click **Upload Files**.

For additional attachments, click the next **Browse** button to locate another file to upload.

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

TAR Attachment Upload Status

search

My CA

Thank you for uploading your TAR attachment(s) for TCN 0400010093.  
The attachment was saved successfully.

Please verify the following information about your attachment file(s):  
D:\Documents and Settings\Desktop\upload\_example.txt

Your tracking number is: 1881

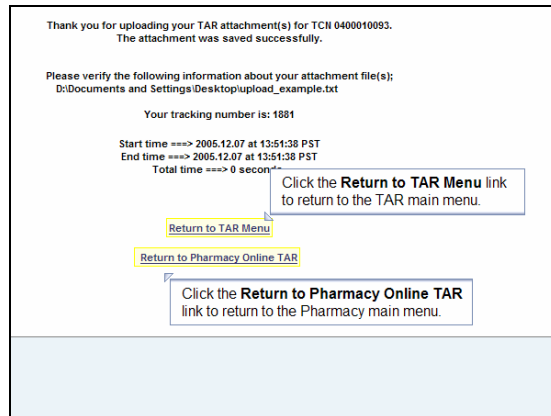
Start time ==> 2005.12.07 at 13:54:38 PST  
End time ==> 2005.12.07 at 13:54:39 PST  
Total time ==> 0 seconds.

[Return to TAR Menu](#)

When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page.  
From this page, you can verify that the attachments you selected have been uploaded successfully.

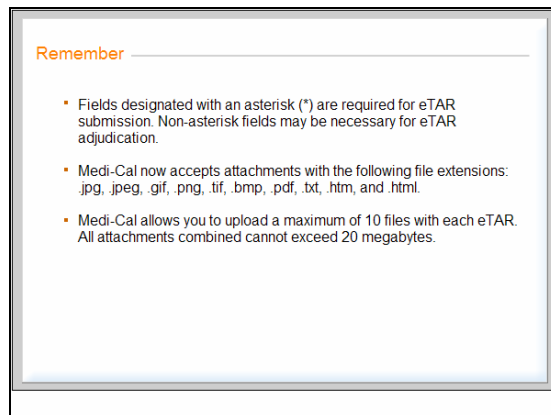
When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page.

From this page, you can verify that the attachments you selected have been uploaded successfully.



Click the **Return to TAR Menu** link to return to the TAR main menu.

Click the **Return to Pharmacy Online TAR** link to return to the Pharmacy main menu.



**Remember**

- Fields designated with an asterisk (\*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.
- Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.
- Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.



Step 5- ***Completed***

Continue